

CITY OF WESLACO

JOB OPPORTUNITIES

Applications are being accepted for the following positions:

For application instructions Visit Our Web Site: www.weslacotx.gov

Click on the Human Resource link - Job Opportunities to download a copy of the application.

JOB ANNOUNCEMENT

Position Title: Director of Finance (EXEMPT)	EEOC Occupation Classification: Management	Finance Department Job No. 1160	Salary: Negotiable (DOQ)	Deadline: Open Until Filled.
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JOB SUMMARY:

Primarily responsible for the financial administrative operations of the City of Weslaco. These operations include, but are not limited to the following: budgeting, financial planning, financial accounting, payroll accounting, cash management, debt management, bank relations, bond rating agencies, and fixed asset accounting. Responsible for financial reporting and communicating financial performance and forecasts to multiple audiences, with a responsibility to citizens and taxpayers to provide transparent accountability for use of public funds.

REPORTING RELATIONSHIP:

Reports to City Manager

EDUCATION:

Requires Bachelor of Arts in Accounting, Finance, or Business Administration. Certified Public Accountant Preferred (CPA).

EXPERIENCE:

Three (3) years of progressively responsible financial management experience required in a municipal government.

SPECIAL REQUIREMENTS: Certification by Governmental Financial Officers Association of Texas (GFOAT) required within three (3) years of appointment. This is a security sensitive position.

COMPENSATION AND BENEFITS

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

For More Information Contact:

City of Weslaco
Human Resources Department
255 S. Kansas Ave.
Weslaco, TX 78596

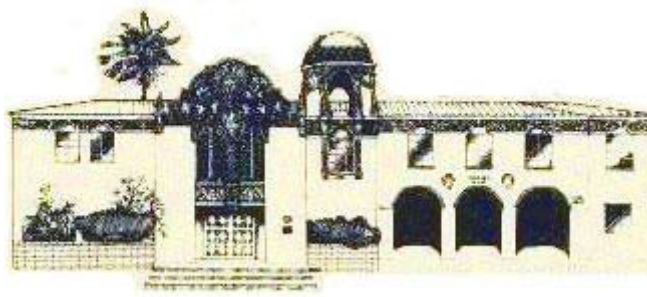
Or Call: (956) 968-3181 ext. 3139

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HR POSTED-12/14/12



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JOB ANNOUNCEMENT

Position Title: Director/City Engineer (EXEMPT)	EEOC Occupation Classification: Officials & Managers	Planning Department Job No. 1214	Salary Range: *D.O.E.	Deadline: Open Until Filled.
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JOB SUMMARY:

The City Engineer is responsible for engineering design and construction of water, wastewater, streets, and drainage systems. Engineering overview, technical review, and approval for development projects such as plan review and inspection of both privately funded public improvements and City, state, or federally funded public improvements. Review subdivision plats and subdivision construction documents. Assist in the preparation of plans and specifications and in the public bidding, project monitoring, and review process for public works construction projects. Review of work done by outside firms, including design, contract specifications, bid tabulations, and recommendations. Preliminary and final engineering design, surveying, and construction management of water, wastewater, street, and drainage system projects. Engineering overview and technical support for grant applications.

REPORTING RELATIONSHIP:

Reports to City Manager

Qualifications: The Engineer shall have a minimum of three (3) years experience as a Civil Engineer specializing in municipal city engineering; Must have a Bachelors Degree and be registered with the Texas Board of Professional Engineers.

COMPENSATION AND BENEFITS

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity: Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

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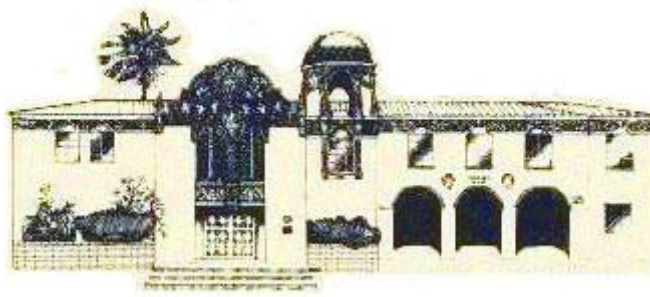
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JOB ANNOUNCEMENT

Position Title: Water/WasteWater Collection Operator (NON-EXEMPT)	EEOC Occupation Classification: Service Worker	Public Utilities Job No. 1235	Salary Range: *D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

This position is responsible for the operations, maintenance, construction and repair of the City's wastewater collection system with the use of heavy equipment such as a backhoe, front end loader, dump truck and similar equipment. Employee is required to perform all similar or additional duties as required.

REPORTING RELATIONSHIP:

Reports to Supervisor

Qualifications: High School Degree or equivalent; up to one (1) year of prior work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Class B Commercial Driver's License

COMPENSATION AND BENEFITS

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity: Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

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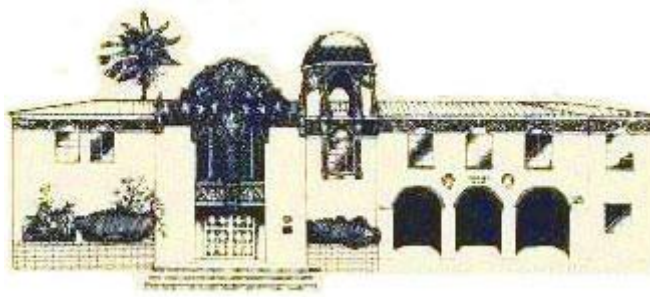
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JOB ANNOUNCEMENT

Position Title: Executive Assistant (EXEMPT)	EEOC Occupation Classification: Administrative Support Workers	City Manager's Office Job No. 1239	Salary Range: *D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

Employee is responsible for performing administrative and clerical duties for the City Manager. Employee has access to City-wide confidential information, including personnel files, collective bargaining documents, law sites, criminal investigations and records, client records and department records. Makes travel arrangements; maintains appointment schedules and calendars for the City Manager and Municipally- elected officials. Composes memorandums and letters for the City Manager. Maintains and updates files and records and contact list. Prepares Municipal Court Motions and Court Orders to Dismiss for the City Attorney and municipal judge signature. .

REPORTING RELATIONSHIP:

Reports to the City Manager.

Qualifications: Position requires an Associate's Degree (Bachelor degree preferred) and five to seven (5-7) years of office experience in an executive office; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Ability to work tactfully and communicate courteously with the public on a daily basis. A valid Texas Driver's license is required.

COMPENSATION AND BENEFITS

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

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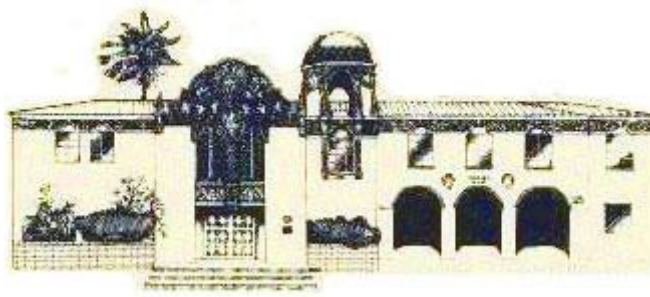
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JOB ANNOUNCEMENT

Position Title: Chief of Police (EXEMPT)	EEOC Occupation Classification: Management	City Manager's Office Job No. 1240	Salary Range: Negotiable (DOQ)	Deadline: Open Until Filled
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The Chief of Police is an at-will appointed position, not covered by civil service regulations or the Collective Bargaining Agreement between the City of Weslaco and its Police Officers.

To be appointed to the position of Chief of Police, an applicant must:

1. Be eligible for certification by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) at the intermediate level or its equivalent as determined by that commission;
2. Have served as a bona fide law enforcement officer for at least five years, 10 years preferred and;
3. Have a High School Diploma, Bachelor of Arts or Bachelor of Science degree preferred from an accredited college or university.

Process:

If interested submit your application to Human Resource Department along with the supporting documentation regarding qualifications pursuant to §143.013 of the Texas Local Government Code and Article V, §21 of the Weslaco City Charter.

Interested persons should submit their applications as soon as possible if interested in this position.

REPORTING RELATIONSHIP:

Reports to the City Manager.

Qualifications: Ability to work tactfully and communicate courteously with the public on a daily basis. A valid Texas Driver's license is required.

COMPENSATION AND BENEFITS

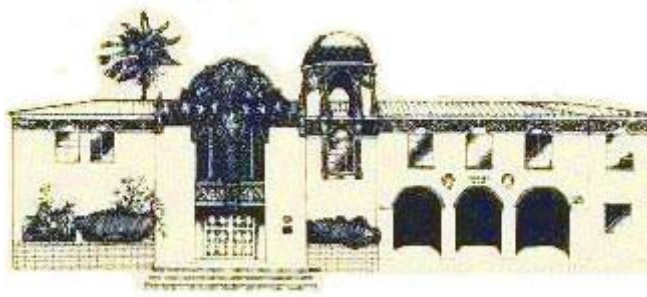
Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

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JOB ANNOUNCEMENT

Position Title: Water Distribution Operator (NON-EXEMPT)	EEOC Occupation Classification: Operators	Public Utilities Job No. 1241	Salary Range: D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

Employee is responsible for the operation, maintenance, construction and repair of the City's water distribution wastewater collection system with the use of equipment such as a backhoe, front end loader, dump truck and similar equipment. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to Supervisor

Qualifications: Position requires a Class B Commercial Driver's License and a High School Diploma or equivalent and any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

COMPENSATION AND BENEFITS

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

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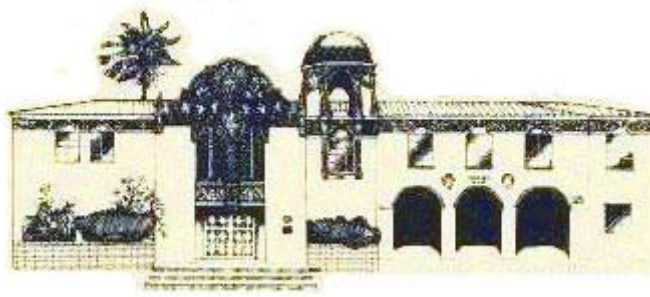
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JOB ANNOUNCEMENT

Position Title: Parks Director (EXEMPT)	EEOC Occupation Classification: Officials & Managers	Parks Department Job No. 1242	Salary Range: D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

The Parks & Recreation Director works under the administrative direction of the City Manager. The Parks & Recreation Director is responsible for overseeing and planning of all City parks and City cemetery, for the preparation and administration of the department's operating and capital budgets, oversees the solicitation of quotes to purchase materials, supplies and equipment, and oversees the sale of cemetery plots and coordinates with funeral homes funeral services. Employee is required to perform all other similar or related duties.

REPORTING RELATIONSHIP:

Reports to City Manager

Qualifications: Must be a graduate of a four year college with a Bachelor's degree in Recreation Management or related field and three to five (3-5) years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

COMPENSATION AND BENEFITS

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

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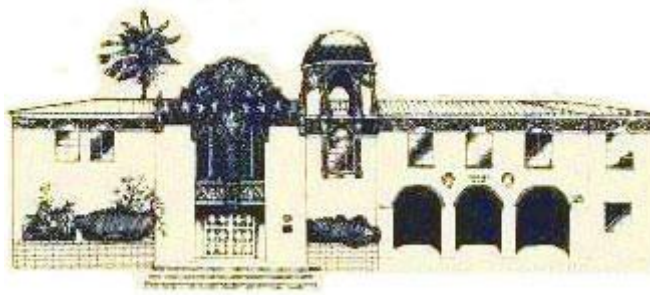
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JOB ANNOUNCEMENT

Position Title: PT Circulation Clerk (NON-EXEMPT)	EEOC Occupation Classification: Administrative Support	Library Job No. 1243	Salary Range: \$7.50 hour	Deadline: Open Until Filled
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JOB SUMMARY:

Employee will assist patrons with questions or concerns. Calls patrons with over due books. Files applications; answers phones. Calls for assistance with building maintenance problems. Assists with monthly reports. Assists with the Theater Complex programming and maintenance. Operates a cash register to collect fines and fees. Helps patrons with copy machine and scanning documents. The employee is expected to be familiar with or willing to be trained for shelving, materials check-out and check-in and other basic library functions. Special committee work as assigned, including but not limited to shelving, webpage or other interdivisional task or focus committees that may be created from time to time. Assists in planning and executing Summer Reading. Employee is required to perform all similar or related duties as required.

REPORTING RELATIONSHIP:

Reports to Asst. Library Director

Qualifications: A High School Diploma or GED Certificate is required. A minimum of one (1) year work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Must have a valid Texas Driver's License.

COMPENSATION AND BENEFITS

No Compensation & Benefits available

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This is a Part Time Position